

Retention and Classification Report

Agency: Orem (Utah). City Council (3028)

56 N. State Street
Orem, UT 84057

Records Officer Tara Calancea

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AGENCY: Orem (Utah). City Council

SERIES: 26035

3

TITLE: Accounts receiveable

DATES: 1919-

ARRANGEMENT: Chronological by date

DESCRIPTION:

Records are used to collect amounts owed by vendors, organizations, and citizens having accounts with the City.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 2.

AUTHORIZED: 11/23/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Council

SERIES: 5053

3

TITLE: Annual reports

DATES: 1965-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are reports on program activities and accomplishments Orem City for the previous year. They may include statistics, narrative reports, graphs, and diagrams. Holdings include 1965-66, 1966-67 and an "Annual Budget and Service Program 1974-75".

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These reports document the accomplishments and history of Orem City government.

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Council

SERIES: 26034

3

TITLE: Daily cash reports

DATES: 1919-

ARRANGEMENT: Chronological by date

DESCRIPTION:

Daily record of cash balance.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 10.

AUTHORIZED: 11/23/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Council

SERIES: 26036

3

TITLE: Garnishment records

DATES: 1919-

ARRANGEMENT: Chronological by date

DESCRIPTION:

Records of garnishments for debts owed by employees which are attached to employees' earnings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/14/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after end of garnishment and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Orem (Utah). City Council

SERIES: 22380

3

TITLE: Housing rehabilitation loans

DATES: 1986-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. The files include the initial application, and all final reports.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 48.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

AGENCY: Orem (Utah). City Council

SERIES: 22380

TITLE: Housing rehabilitation loans

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Council

SERIES: 26037

3

TITLE: Income tax exemptions and withholding files

DATES: 1919-

ARRANGEMENT: Alphabetical by department, thereunder numerical by employee number

DESCRIPTION:

Withholding tax exemption certificates, such as W-4 and similar tax exemption forms.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/14/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after form is superseded or until termination of employee and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Private

AGENCY: Orem (Utah). City Council

SERIES: 21837

3

TITLE: Meeting agenda

DATES:

ARRANGEMENT: Numerical by date

DESCRIPTION:

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION:

Retain 2 years or until administrative need ends.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Orem (Utah). City Council

SERIES: 21837

TITLE: Meeting agenda

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Orem (Utah). City Council

SERIES: 84969

4

TITLE: Minutes

DATES: i 1919-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997). Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public services such as street repairs.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently.

AGENCY: Orem (Utah). City Council

SERIES: 84969

TITLE: Minutes

(continued)

Microfilm master: Retain in Office permanently.

Computer data files: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical Legal

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

AGENCY: Orem (Utah). City Council

SERIES: 84923

4

TITLE: Ordinances

DATES: i 1921-

ARRANGEMENT: Numerical by ordinance number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal. Included are the legislation actions of the City Council, including zoning changes.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/15/2000

FORMAT MANAGEMENT:

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Microfilm master: Retain in Office permanently.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Orem (Utah). City Council

SERIES: 84923

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public